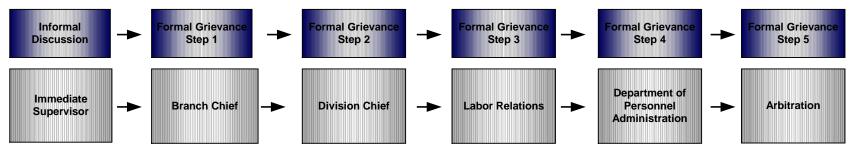
GRIEVANCE PROCEDURE CAPS(Bargaining Unit 10)



An employee's grievance initially shall be discussed with the employee's immediate supervisor.

If an informal grievance is not resolved to the satisfaction of the grievant, a formal grievance may be filed with the Branch Chief no later than:

- (1) 21 calendar days after the employe can resonably be expected to have known of the event occasioning the grievance;
- (2) Within 14 calendar days after receipt of the decision rendered in the informal grievance procedure.

If the informal grievance procedure is not initiated within the period specified in item (1) above, the period in which to bring the grievance shall not be extended by item (2) above.

If the grievant is not satisfied with the decision rendered at Step 1, the grievant may appeal the decision within 21 calendar days after receipt to his/her Division Chief.

If the grievant is not satisfied with the decision rendered at Step 2, the grievant may appeal the decision within 21 calendar days after receipt to the ARB Labor Relations Officer at:

Labor Relations Officer Air Resources Board Human Resources Branch 1001 I Street, 20th Floor Sacramento, CA 95812 If the grievant is not satisfied with the decision rendered at Step 3, the grievant may appeal the decision within 21 calendar days after receipt to the Department of Personnel Administration.

If the grievance is not resolved at Step 4, within 30 calendar days after the 4th-level response, CAPS shall have the right to submit the grievance to arbitration.

Note: Grievances must be filed on form STD. 630.

If the State fails to respond to a grievance within the time limits specified for a given step, the grievant has the right to appeal to the next step.

There are some exceptions to the above procedure. Some contract provisions limit grievability to up to the third or fourth level of the formal grievance procedure. The limitation of the grievance will be stated in the relevant contract provision. Also, some contracts provide for an expedited Health and Safety Grievance procedure. A detailed description of the grievance procedure is contained in the Bargaining Unit 10 Memorandum of Understanding (MOU). Employees are encouraged to review the bargaining unit contract language for specific information regarding the grievance process.